Ministry of Christ Church College
540 North State Road 434, Suite 38
Altamonte Springs, Florida 32714
407-834-8062
www.ministryofchristchurch.org

CN103: Resume Writing & Job Search
Certificate Course

Let us help you build your Resume Portfolio - because your work deserves to be seen… while you focus on building your skills for service, leadership, and career growth.

Course Description

Develop the essential skills needed to present yourself confidently in today's job market. This course guides you through creating a clear, professional resume, organizing your experience, and preparing effective job-search materials. You will learn practical strategies for highlighting your strengths, communicating your qualifications, and approaching employment opportunities with confidence and purpose.

What You Will Learn

By the end of this course, students will be able to:

- Create a polished, professional resume tailored to a specific job
- Write clear, compelling cover letters and professional emails
- Identify transferable skills and articulate them effectively
- Understand how applicant tracking systems (ATS) work
- Build a job-search strategy using modern tools and platforms
- Prepare for interviews with confidence and clarity
- Organize a personal career portfolio for ongoing use

Course Materials

This course uses the textbook:
Resumes For Dummies

All assignments, practicum activities, and the final exam are based on the themes and skills taught in the book.

Included in Your Course Package

• CN103 Syllabus Checklist
• CN103 Practicum Resume Portfolio Guide
• CN103 Final Exam (with stamped return envelope)
• Textbook and Resume Portfolio Notebook mailed directly from Amazon
• Certificate (suitable for framing) mailed upon receiving a passing score of 70% or better

Practicum Summary (for Resume Portfolio)

Practicums are for you to keep and add to your Resume Portfolio. A Resume Portfolio is a simple, personal collection of real work that shows your skills, your experience, and the quality of what you can do. It gives employers a clear picture of your strengths in a professional, easy-to-understand way.

Students will complete hands-on activities in:

- Drafting a professional resume
- Writing a tailored cover letter
- Identifying transferable skills
- Creating a job-search plan
- Practicing interview responses
- Building a simple career portfolio
- Completing a mock job-search assignment

Final Exam

The CN103 exam includes:

- Multiple-choice questions
- Short-answer questions
- Scenario-based application

Course Requirements

- Working knowledge of English
- Ability to complete written assignments
- Live within the United States
- Access to email for submitting coursework

Tuition

149.00 USD – Individual Course
Payment is made through Shopify.

After purchase, you will be able to immediately download the *Student Welcome & Instructions* PDF and follow the steps. Your course materials will be mailed once you complete the instructions in the PDF.

How to Enroll

Step 1: Download the Application

Visit the church college website to download the official application form.
Your application must be completed and received before your textbook and course materials will be delivered.

Step 2: Review the Full Catalog

The complete College Catalog is available on the college website.

Step 3: Submit Your Application

Mail your completed application to the college office. If you email your application, include **"Application"** in the subject line.

Your application must be received and processed before your textbook and course packets are mailed. (If you have not downloaded the application yet, it is available on the college website.)

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Step 4: Purchase Your Course

Click here to purchase CN103 through Shopify, our secure online store. Once purchased and your application is processed, your textbook and course packets will be mailed to you.

Policies

For all official policies including tuition, refund, and admissions requirements please refer to the College Catalog.